



CITY OF ATLANTA
Office of Centralized Reservations
City Hall East, 8th Floor
675 PONCE DE LEON AVE, SUITE 800
ATLANTA, GEORGIA 30308
Phone (404) 817-6757 Fax (404) 817-7932

Class 4 Recreation Facility Rental

*****TO BE COMPLETED BY RENTAL CUSTOMER*****

Organization Using Facility/Room/Field: _____ Email address: _____

Contact Person: _____ Home phone: _____ Cell phone: _____

Complete Address: _____

Street Apt # City, State, Zip

Date of Event: _____ Start Time: _____ Ending Time: _____ # of People: _____

Applicant's Signature: _____ Date: _____

*****TO BE COMPLETED BY FACILITY MANAGER*****

Permission is granted for use of Center: _____ Facility/room: _____

50% payment: _____ Total Fees: _____ Tax Exempt #: _____ # of tables: _____ # of chairs: _____

Facility Manager: _____ Date: _____

(Please Print)

Facility Manager Signature: _____ Date: _____

Building Rental Fees

Reference: City of Atlanta Code of Ordinances,
Sec. 110-3

		Rosel Fann (404) 624-0772		Adamsville (404) 505-3181		Rosel Fann or Adamsville
		Auditorium #1 Capacity - 200	Auditorium #2 Capacity - 200	Auditorium #1 Capacity - 100	Auditorium #2 Capacity - 200	Conference Room Capacity - 50
Individuals	City of Atlanta Residents	\$122.00/hour	\$122.00/hour	\$105.00/hour	\$122.00/hour	\$42.00/hour
	Non-Residents	\$175.00/hour	\$175.00/hour	\$150.00/hour	\$175.00/hour	\$60.00/hour
Organizations	Tax Exempt Resident Organizations	\$70.00/hour	\$70.00/hour	\$52.00/hour	\$70.00/hour	\$30.00/hour
	Tax Exempt Non-Resident Organizations	\$100.00/hour	\$100.00/hour	\$75.00/hour	\$100.00/hour	\$43.00/hour
	All Other City of Atlanta Resident Organizations	\$140.00/hour	\$140.00/hour	\$122.00/hour	\$140.00/hour	\$70.00/hour
	All Other Non-Resident Organizations	\$200.00/hour	\$200.00/hour	\$175.00/hour	\$200.00/hour	\$100.00/hour

Wedding(s)/Wedding Reception(s)

Reference: City of Atlanta Code of Ordinances, Sec. 110-3
Includes both Auditoriums #1 & #2

\$750.00 Flat Fee	Seven hours of use, including a maximum of four hours for the event itself, two hours for set up, and one hour for break down.
\$187.50 per hour	Each additional hour
\$300.00	Security deposit - Refundable after complete of cleanup of event
\$100.00	Equipment rental fee - Refundable after complete cleanup of event (Microphone(s); podium, sound system; use of kitchen)
\$1.00	Chair rental, per chair
\$10.00	Table rental, per table Round tables will accommodate 8 chairs; rectangular tables will accommodate seat 6

****** TO BE COMPLETED BY RESERVATIONS OFFICE ******

Security Deposit Yes ☐ No ☐ Amount _____ Date Paid _____
(Paid by Money Order ONLY)

Balance Due By: _____ Balance/Final Payment \$ _____ Balance/Final Payment Date Paid _____

Form of Payment:

Money Order ☐ Personal Check ☐ Cashier's Check ☐ Credit/Debit Card ☐

Fax and email paid confirmation to Recreation Center ☐ Reservationist Initials _____ Date _____

Record # from database _____

Rules and Regulations for Building Rentals

1. Applicants must be at least 21 years of age to reserve recreation facilities.
2. It is recommended that applicants visit the center they are interested in reserving prior to filling out a request so they can see the amenities available.
3. Reservations may not be made earlier than 1 year prior to the event date.
4. Recreation Center Rooms are available for hourly rental, with all activities ending at 1:00am and the facility cleaned and empty by 2:00am.
5. The Recreation facility is permitted with understanding that you may be required to do minor cleaning upon arrival on specific date. Recreation facilities must be thoroughly cleaned after the rental is complete.
6. The City of Atlanta does not provide custodial services on weekends or after 4pm Monday through Friday.
7. Rental of Auditoriums #1 and #2 includes free rental of equipment such as floor tarps, microphones, podium, sound system, and kitchen equipment.
8. No alcoholic beverages shall be served unless by a licensed Bartender. A copy of the license must be submitted with the application if serving alcohol.
9. No reservations can be made for or on City holidays, i.e. New Years' Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day and Christmas Day.
10. Class 2 facilities do not have a full gym or natatorium; Class 3 facilities have a full gym, but no natatorium. Equipment Rentals shall be \$10.00 per table and \$1.00 per chair for Class 2 & 3 facilities. Please note that the requested number of tables and chairs may not be available for your activity.
11. During Camp Best Friends programming, facilities are not available for rental until 7 p.m., Monday through Friday.
12. Conference room: All rentals of a conference room shall include the use of chairs and tables at no additional charge. Except as noted herein, use of city equipment including but not limited to sound systems, microphones and other accessories (excluding office supplies) shall not be permitted with conference room rentals. Weddings/Wedding Receptions can not be held in a conference room.
13. Gymnasium: All rentals of a gymnasium must be for a minimum of four (4) hours. Use of city equipment, including but not limited to chairs and/or tables shall not be permitted with gymnasium rentals. Weddings/Wedding Receptions can not be held in the gym.

14. NPU: During regular facility operating hours, and pending availability, the Rosel J. Fann Recreation Center Auditoriums #1 and #2, and the Adamsville Recreation Center Auditorium #2, will be made available Monday through Thursday, free of charge, to NPU and Neighborhood Planning Unit Neighborhood Associations, and NPU and Neighborhood Planning Unit Neighborhood Associations Sub-Committees that are conducting organizational and community business meetings and activities. Additionally, pending availability, there shall be no charge for the use of facility amenities including but not limited to tables, chairs, microphones, sound systems, and other accessories (excluding office supplies) used in connection with said meetings. Said organizations will not be charged a building or equipment security deposit. The charge for such meetings that occur Friday through Sunday (pending availability) or that occur during non-regular facility hours on Monday through Thursday (pending availability) shall be the rate for City of Atlanta tax-exempt organizations. The use of facility amenities (excluding office supplies) shall remain free of charge, and the security deposit shall continue to be waived.
15. A refundable deposit of \$300.00 will be required for all reservations with more than 30 attendees. **Money orders are the only form of payment accepted for security deposits.** Refunds are granted to the applicant based upon the Facility Manager's approval of satisfactory clean-up after the event.
16. Applicants renting the facility/room/athletic field agree to pay a minimum of 50%, or the total amount due, upon signing this agreement.
17. **In accordance to Ordinance # Chapter 11, Article 1, Section 110.3 Part C**
(3) Events with admission fees/vending. Any individual or organization holding an event at a Class 4 Recreation Center where attendants are charged an admission fee, and/or where vending occurs, must pay: (i) the applicable rental fees set forth above; and (ii) 20% of the gross revenue collected at the event or \$500.00, which ever is greater.
18. Payment for all reservations must be made via major credit card (MasterCard or Visa), debit card, cashier's check, company check, personal check or money order, made payable to the City of Atlanta Office of Recreation. No American Express or Discover credit cards accepted. **Money orders are the only form of payment accepted for security deposits. No cash will be accepted.**
19. Final payment is due fourteen (14) days prior to event date.
20. No refunds will be issued due to inclement weather.
21. All cancellations must be made in writing to the Office of Reservation no less than **thirty (30) days** prior to the scheduled event in order to receive a refund. Please allow 6 to 8 weeks for processing of any refund.

PLEASE NOTE: Occasionally our facilities experience problems with the heat and/or air conditioning units. In such cases you or your organization will have the option of accepting the building as is or rescheduling your event. When possible, we will notify you in advance of problems with the building. Thank you for your cooperation.

TO ALL APPLICANTS:
YOU ARE RESPONSIBLE FOR ADHERING TO THE RULES AND REGULATIONS ON PAGE 2 AND 3 OF THIS APPLICATION

IN CASE OF EMERGENCY, PLEASE CONTACT THE FOLLOWING CITY EMPLOYEE

Facility Manager

Phone Number

Revised 03/03/08